

N 50-90

OCI NOTICE
NO. 50-90

OPERATIONS
28 August 1969

OFFICE OF CURRENT INTELLIGENCE

PROCEDURES FOR PRODUCTION OF AD HOC SITUATION REPORTS

1. Situation Reports, by definition, are prepared to provide timely intelligence on crisis or near-crisis situations. Consequently, speedy processing and dissemination to the intended recipients is of the utmost importance.
2. When Situation Reports are prepared by a Task Force, responsibility for processing and dissemination lies with the Chief of the Task Force and the CIA Operations Center. The applicable procedures are set forth in CIA Operations Center Standard Operating Procedure No. 8.
3. There are times, however, when SITREPS may be directed on an ad hoc basis, when no Task Force is in being. Presentations Branch and Publications Support Branch are responsible for the editing, processing, typing, printing and dissemination of such ad hoc SITREPS.
4. The following procedures will be followed in the production of ad hoc SITREPS initiated during normal working hours.
 - a. The responsible Division Chief/Branch Chief/Analyst will inform Chief, Presentations Branch that an ad hoc SITREP has been laid on, along with the approximate time the approved draft can be expected in Presentations Branch.
 - b. Chief, Presentations Branch will:
 - 1) arrange for an editor to receive and process the draft;
 - 2) inform the Chief, Publications Support Branch, who will arrange for typing and notify the Print Shop that a SITREP will be arriving for priority printing; and
 - 3) inform the Information Control Officer, who will arrange for appropriate and timely dissemination.

GROUP 1
Excluded from automatic
downgrading and
declassification

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5. Ad Hoc SITREPS (like regularly scheduled ones) should be prepared on multilith mats backed by letterex tissue. The flimsy copy will be delivered to the Senior Duty Officer as soon as produced, so that he can use it to make the necessary copies for the initial rapid internal and electrical external distribution prior to the printing of the report. (Note: The SDO will check with D/OCI or DD/OCI to see if the Chairman of the PFIAB, General Taylor, should be added to the SITREP dissemination. If affirmative, the LDX version to the White House Situation Room should carry a request to pass to General Taylor.)

6. When ad hoc SITREPS are initiated after normal working hours, the procedures outlined above will be followed, except that the SDO will be notified in lieu of the Chief, Presentations Branch. The SDO will then notify the Night/Overnight Editor, and arrange for typing, printing, and dissemination.

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Acting Director of Current Intelligence

Distribution B

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